

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 93-01

Subject:

DATE: 01/31/89

Sunset Review:

TRAINING PROGRAM MANAGEMENT

1. PURPOSE. To define Center policy on the management of basic and advanced training programs conducted by the Federal Law Enforcement Training Center.

2. SCOPE. The provisions of this directive apply to the management of all basic and advanced training programs which are sponsored and/or conducted by the FLETC at the Glynco or Marana facilities or elsewhere.

3. CANCELLATION. FLETC Directive 20-02.A, Procedures for Changes in Course or Program Content in Common AIRS or Basic Programs, dated September 2, 1981.

4. REFERENCES.

a. FLETC Directive No. 91-01.C, Guidelines for Conducting Curriculum Review Conferences;

b. 91-01.F, Formalized Center Procedures for Development of New Training Programs;

c. 20-01.K, Scheduling, Modifying, and Canceling Classes;

d. 70-10:C, Medical Screening of Students at FLETC;

e. 91.01-E, Practical Exercise Performance Requirements;

f. 92-00, Faculty Advisor Duties and Responsibilities.

5. POLICY.

a. The primary purpose of program management is to insure high quality, cost efficient training in all programs conducted by the FLETC. To accomplish this, all programs conducted by FLETC will have a Program Manager designated by the appropriate Assistant Director. The responsibilities of the Program Manager are

outlined in paragraph 6a of this directive. The Offices of General Training, Special Training, State and Local Training, Administration, Marana Operations and Artesia Operations will coordinate closely to assure that appropriate standards are maintained.

b. All Offices, Divisions, Branches and Participating Organizations will have the designated Program Manager as their point of contact for all communications and contacts with the Center in all matters concerning the management of a specific program.

c. A Program Coordinator shall be designated by the Program Manager for each Center Advanced training program conducted. The Program Coordinator shall be responsible for the duties described in FLETC Directive 92-00, Faculty Advisor Duties and Responsibilities. The Program Coordinator shall also be responsible for coordination of resources necessary to effectively conduct the advanced program including, but not limited to, student texts and guides, appropriate classroom space, special audiovisual equipment and similar items.

d. A Faculty Advisor shall be designated by the Program Manager for each Center basic training program conducted. The Faculty Advisor shall be responsible for the duties described in FLETC Directive 92-00, Faculty Advisor Duties and Responsibilities. Normally, the Program Specialist assigned to the responsible Division or Office will be designated as Faculty Advisor.

6. RESPONSIBILITIES.

a. Program Manager. The Program Manager shall be responsible for all activities in the program to include quality assurance, curriculum review, curriculum change, student discipline and welfare and liaison with participating organizations. The Program Manager shall be responsible for periodically reviewing the curriculum presented in the assigned programs in accordance with FLETC Directive 91-01.C. Based upon this review, the Program Manager will schedule a Curriculum Conference to be convened, if necessary. The Program Manager shall monitor the content of the program to insure compliance with stated objectives and guidelines.

b. Program Coordinator. The Program Coordinator shall be responsible, under the guidance of the Program Manager, to insure the proper administration of the advanced program prior to, during, and after its presentation. This shall include acquisition of the necessary resources as well as coordination with Participating Organizations.

c. Program Specialist. The Program Specialist shall be responsible, under the guidance of the Program Manager, to insure the proper administration of the basic

program prior to, during, and after its presentation. This shall include acquisition of the necessary resources as well as coordination with Participating Organizations.

7. CURRICULUM CHANGE.

a. The Program Manager shall be the approving authority for changes to the curriculum involving the following items:

- (1) Terminal Performance Objectives;
- (2) Interim Performance Objectives;
- (3) Number and Frequency of Tests;
- (4) Instructional Methodologies;
- (5) Student/Instructor Ratio; and,
- (6) Course length, or addition/deletion of courses (where the total number of days of the program are not affected).

b. The Assistant Director, having appropriate Program Management responsibility, shall be the approving authority for the following items:

- (1) Addition or deletion of courses (wherein three or fewer days are added to or subtracted from the program);
- (2) Program modifications requiring the expenditure of additional funds not exceeding 10% of the existing program cost; and,
- (3) Issues for which there is no apparent consensus between the Program Manager and instructional Division.

c. The Office of the Director shall be promptly notified of curriculum changes made by the appropriate Program Manager or Assistant Director.

d. The Director shall retain authority for the following items:

- (1) All issues for which no apparent consensus exists among the Participating Organizations and the appropriate Program Manager or Assistant Director;
- (2) Addition or deletion of courses (wherein more than three days are added to or subtracted from the program),

(3) Program modifications requiring the expenditure of additional funds exceeding 10g of the existing course cost;

(4) The approval and development of new Center basic or advanced programs; and

(5) The termination of existing Center basic or advanced programs.

8. PROGRAM MONITORING AND SCHEDULING.

a. The Program Manager shall be responsible for the monitoring of program content on an ongoing basis. This shall include in-class monitoring as well as periodic review of lesson plans, student texts and handouts.

b. A syllabus containing information concerning course content, hourly breakdown, and requirements for participation and graduation shall be prepared, approved by the appropriate Assistant Director, and published following the conduct of a Curriculum Review Conference, or sooner if required. The program syllabus shall be revised within 120 days after final approval of changes to the program. Implementation of approved program changes will be determined on a case by case basis.

c. A model schedule shall be prepared and furnished to Planning and Allocation (SCH). This model schedule will be used by SCH as a basis to plan all future sessions of the program.

d. For basic training programs conducted by the Center, SCH will determine from agency student projections and available resources, the number of basic programs which can be scheduled during the fiscal year. This determination must be approved by the Director prior to the scheduling of classes.

e. In advanced programs conducted by the Center, the Program Manager will determine the number of programs to be presented during the fiscal year, dependent upon resources available. The appropriate Assistant Director, in conjunction with SCH, will be the approving official for the scheduling of Center advanced programs, with appropriate notification made to the Office of the Director.

9. OFFICE OF PRIMARY INTEREST. Office of the Director.

Charles F. Rinkevich
Director